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ABSTRACT

This manual outlines the administrative procedures to be followed by the Illinois community colleges in implementing state policies concerning audit and recognition evaluations, which are conducted periodically by the Illinois Community College Board (ICCB). The sections of the Illinois Public Community College Act that grant the ICCB the legal authority to set standards for individual colleges and to issue recognition certificates to institutes meeting those standards are presented first. The manual then outlines the steps in the recognition process; these are: (1) formal application to the ICCB; (2) collection of data in the areas of administration, instruction, public service, finance, facilities, and institutional research; (3) formation of a recognition team consisting of ICCB personnel and peer representatives from other colleges; (4) the recognition visit itself; and (5) the compilation of a recognition report to be presented no later than three weeks after the visit. Appended to the manual are a tentative schedule of recognition visits for 1981 through 1986, an outline of the information needed in the recognition process, a description of the categories of recognition that can be awarded, and the policies for review and appeal. (JP)

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Illinois Community College Board

RECOGNITION PROCEDURES MANUAL

FOR

ILLINOIS COMMUNITY COLLEGES

Illinois Community College Board

3085 Stevenson Drive
Springfield, Illinois 62703

Telephone: (217) 786-6000

August 1980

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JC 800 474

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Illinois Community College Board

RECOGNITION PROCEDURES MANUAL FOR ILLINOIS PUBLIC COMMUNITY COLLEGES

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Foreword

On July 21, 1978, the Illinois Community College Board (ICCB) approved a revised Policy Manual for the community colleges of Illinois. The intent of the revision was to amend the 1975 edition of the ICCB Manual of Policies, Procedures, and Guidelines so as to separate policies from procedures and guidelines. This would provide a single policy manual which would then be filed with the Office of the Secretary of State as the official "rules" of the Illinois Community College Board in accordance with the Illinois Administrative Procedures Act of 1977.

In adopting the new Policy Manual, the ICCB approved a recommendation of its Ad Hoc Committee, which had developed the document, to "...prepare procedures and/or operating manuals to implement policies..." These procedures are intended to provide clear and understandable statements concerning appropriate plans, steps, and requirements of colleges for implementation of ICCB policies. They are designed to establish and maintain orderly, effective, consistent, and efficient operations of the community colleges in so far as compliance with ICCB policies is concerned.

Separate procedures manuals have been developed to implement other ICCB policies. They are as follows:

Capital Projects/Site and Construction Procedures Manual
Program Approval Procedures Manual
Uniform Accounting Procedures Manual
Unit Cost Study Procedures Manual
Management Information System Procedures Manual
Recognition Procedures Manual
Resource Allocation and Management Plan (RAMP/CC)--Distributed by IBHE

This manual of administrative procedures is to be utilized by the community colleges and the ICCB office to implement the policies adopted by the ICCB related to the statutory requirements for recognition of community colleges which meet established standards.

The Recognition Procedures Manual identifies the statutory authority and responsibility of the ICCB and ICCB policies used in the recognition process. It includes the form used for application for recognition, the list of items for college audit/recognition evaluations, and a tentative schedule of audit and recognition visits to be accomplished during the next few years.

AUTHORITY AND RESPONSIBILITY

A significant responsibility of the ICCB is the evaluation of the individual colleges to determine if the standards and criteria adopted by the ICCB have been met and if the college is therefore eligible for recognition.

Sections 102-12(e), 102-12(f), and 102-15 of the Illinois Public Community College Act set forth the authority, responsibility, and basis for recognition.

> "102-12(e). To determine efficient and adequate standards for community colleges for the physical plant, heating, lighting, ventilation, sanitation, safety, equipment and supplies, instruction and teaching, curriculum, library, operation, maintenance, administration and supervision, and to grant recognition certificates to community colleges meeting such standards." (emphasis added)

> "102-12(f). To determine the standards for establishment of community colleges and the proper location of the site in relation to existing institutions of higher education offering academic, occupational and technical training curricula, possible enrollment, assessed valuation, industrial, business, agricultural, and other conditions reflecting educational needs in the area to be served; however, no community college may be considered as recognized nor may the establishment of any community college be authorized in any district which shall be deemed inadequate for the maintenance, in accordance with the desirable standards thus determined, of a community college offering the basic subjects of general education and suitable vocational and semiprofessional and technical curricula." (emphasis added)

> "102-15. Recognition of community colleges--Application--Criteria--Grant of recognition. The State Board shall grant recognition to community colleges which maintain equipment, courses of study, standards of scholarship and other requirements set by the State Board. Application for recognition shall be made to the State Board. The State Board shall set the criteria by which the community colleges shall be judged and through the executive officer of the State Board shall arrange for an official evaluation of the community colleges as may meet the required standards."

The significance of this responsibility and authority is evident by the fact that State funding is contingent upon a college being recognized. Section 102-16 of the Illinois Revised Statutes reads in part as follows:

> "Any community college district which maintains a community college recognized by the State Board shall receive credit hour grants..." (emphasis added)

RECOGNITION DEFINED

A college attains recognition when it is judged by the ICCB to meet the standards and criteria set forth by the ICCB. Such "standards and criteria" are interpreted to be the general policies established by the ICCB and filed as "rules" with the Illinois Secretary of State.

Recognition may be viewed as the equivalent of state agency accreditation in other states. A "recognized" status carries with it eligibility to receive State funds to support college operations.

THE RECOGNITION PROCESS

Introduction--At its meeting on December 16, 1977, the Illinois Community College Board adopted revised policies pertaining to ICCB audits and recognition visits, including approval of a cyclical schedule (three and six years for audit and recognition visits respectively). The thrust of the revisions is to:

(1) Limit the audit function of the ICCB to those policies and procedures pertaining to proper filing of apportionment claims. Previously the audit was called a "program" audit and dealt with the same items as did the recognition visit--the only difference was the composition of the evaluating team.

(2) Establish the recognition visit as the only comprehensive evaluation of a college by the ICCB.

(3) Establish a regular schedule of both audit and recognition visits--audits to occur not less than once every three years, and recognition visits to occur not less than once every six years. (See Appendix A)

(4) Coordinate the ICCB audit and recognition visits with similar evaluations by other funding and accreditation agencies (where feasible and desirable) in order to reduce the number of times a college needs to prepare for and host an evaluation visit.

Application for Recognition--Section 102-15 of the Illinois Public Community College Act states in part, "Application for recognition shall be made to the State Board." The Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document required to be filed by colleges in August of each year includes data relevant to a recognition application. Therefore, an application for recognition is required which utilizes the data contained in RAMP/CC (see Appendix B). All colleges are required to file an annual application for recognition in conjunction with the filing of RAMP/CC in August.

Materials for Review by the Recognition Team--The recognition team will be concerned with the compliance of colleges with ICCB standards and criteria. Appendix C includes a listing of items for review and documents to be made available to the recognition team. Colleges are requested to identify their own staff members who will be available during the recognition visit and responsible for supplying data or answering questions posed by the recognition team for each of the items contained in Appendix C.

The Recognition Team--The recognition team will normally consist of the following:

ICCB Office Personnel
- Representative(s) of the Division of Educational Program Services
- Representative(s) of the Division of Planning, Research, and MIS Services
- Representative(s) of the Division of Administrative Services
- Chief Recognition Officer

Peer Representation

North Central Association (NCA) team members may provide the peer representation when the recognition visit coincides with an NCA evaluation visit. Otherwise, some or all of the following representatives from other public Illinois community colleges may be utilized:
- President, chancellor, or provost
- Chief academic officer and/or a chief student services officer
- Chief business or administrative services officer
- Trustee
- Faculty member
- Student

If representatives from other community colleges are used, they will generally be selected from colleges similar in geographical location, size, and/or mission. Announcement of the recognition team membership will be made at least two weeks in advance of the visit. If officials from the college to be evaluated have objections to this membership, they should formally advise the Recognition Officer at least ten days prior to the visit stating the reasons for the objections and naming two acceptable alternates for each member with which they disagree.

The Recognition Visit--The date of the recognition visit will be established and the college to be evaluated will be notified of such at least two months in advance. The visit may coincide with visits by the North Central Association; the Division of Adult, Vocational, and Technical Education; or other funding or accrediting agencies. Visits will be held in accordance with the schedule adopted by the ICCB insofar as possible. Circumstances may arise altering this schedule, including the need to revisit a college (e.g., one that has not been fully recognized). Also, in accordance with ICCB policies, an apportionment claims audit may be held concurrently with the recognition visit. The audit will be conducted in accordance with the procedures in the ICCB Uniform Accounting Procedures Manual.

The recognition visit will normally cover a period of two days. The college to be evaluated has no responsibility for travel or other expenses of the visitation team; however, lodging and logistical arrangements may be coordinated by a staff member of the college to be visited. Also, the college may wish to schedule a time when members of the local Board of Trustees and/or staff of the college to be visited may meet with the recognition team.

An exit conference will be held at the conclusion of the recognition visit. At that time, members of the team will report on their findings

including comments concerning strengths or weaknesses, specific suggestions and recommendations to the college, and a recommendation to the ICCB concerning the recognition status of the college. In the case of a recommendation of less than "full recognition," the recognition team will outline steps that need to be taken to obtain "full recognition."

The Recognition Report--Not later than three weeks following the recognition visit, the college will receive a draft of the team's recognition report. Within another three weeks, the college should review the draft report and correct any errors in facts. A final copy of the report will then be prepared and presented to the ICCB at its next regularly-scheduled meeting. Final copies will be forwarded to the colleges prior to the meeting. College officials should then formally respond to any specific recommendations in the report within the time frame specified in the report. Requests for copies of final reports from local officials and local citizens will be referred to the evaluated college; but the ICCB may, upon request, provide copies of the final reports to State legislators and other State officials after the reports have been reviewed and accepted by the ICCB.

CATEGORIES OF RECOGNITION

The categories of recognition, along with the criteria used for determining such categorization and the requirements and consequence of such categorization, are delineated in the proposed ICCB Rule included as Appendix D.

Recognized colleges will be issued a Certificate of Recognition on an annual basis even though annual visits by the ICCB recognition team may not be made (see Appendix E).

REVIEW AND APPEAL

The ICCB's decision concerning the recognition status of a college may be appealed by the affected college officials in accordance with the provisions of the proposed ICCB Rule included as Appendix F.

APPENDIX A
Illinois Community College Board
TENTATIVE SCHEDULE OF AUDITS AND RECOGNITION VISITS
FOR FISCAL YEAR 1981 THROUGH FISCAL YEAR 1986

Dist. No.	District Name	FY81	FY82	FY83	FY84	FY85	FY86
501	Kaskaskia	A/R	---	A	---	---	---
502	DuPage						
	Main College	---	---	A/R	---	A	---
	Open College	---	---	A/R	---	A	---
503	Black Hawk						
	Quad Cities	A	---	---	A/R	---	---
	East	A	---	---	A/R	---	---
504	Triton	---	---	A/R	---	A	---
505	Parkland	---	A/R	---	---	A	---
506	Sauk Valley	---	---	A	---	---	A/R
507	Danville	---	---	A/R	---	A	---
508	Chicago						
	City-Wide	A	---	A/R	---	---	---
	Urban Skills	---	---	A/R	---	---	A
	Richard Daley	---	A	---	A/R	---	---
	Kennedy-King	---	A/R	---	---	---	A
	Loop	A	---	---	---	A/R	---
	Malcolm X	---	A/R	---	A	---	---
	Olive-Harvey	---	---	A	---	A/R	---
	Harry Truman	---	---	---	A/R	---	A
	Wilbur Wright	---	A/R	---	A	---	---
509	Elgin	---	---	A	---	---	A/R
510	Thornton	---	---	---	A/R	---	A
511	Rock Valley	A	---	---	---	A/R	---
512	Harper	A/R	---	---	A	---	---
513	Illinois Valley	---	---	A	---	A/R	---
514	Illinois Central	---	A/R	---	---	A	---
515	Prairie State	---	---	A/R	---	A	---
516	Waubonsee	---	---	A	---	---	A/R
517	Lake Land	---	A	---	A/R	---	---
518	Sandburg	---	A	---	---	A/R	---
519	Highland	A/R	---	---	A	---	---
520	Kankakee	---	A	---	---	---	A/R
521	Rend Lake	---	A/R	---	A	---	---
522	Belleville	---	---	A/R	---	---	A
523	Kishwaukee	---	A	---	---	---	A/R
524	Moraine Valley	---	---	A	---	---	A/R
525	Joliet	---	---	---	A/R	---	A
526	Lincoln Land	A	---	---	A/R	---	---
527	Morton	---	A	---	---	A/R	---
528	McHenry	A/R	---	---	A	---	---
529	Ill. Eastern						
	Lincoln Trail	A	---	---	---	A/R	---
	Olney Central	A/R	---	---	---	A	---
	Wabash Valley	A	---	A/R	---	---	---
	Frontier	A	---	---	---	A/R	---
530	John A. Logan	---	A/R	---	---	A	---
531	Shawnee	---	A/R	---	---	---	A
532	Lake County	---	A	---	---	---	A/R
533	Southeastern	---	---	A	---	---	A/R
534	Spoon River	---	A/R	---	---	A	---
535	Oakton	A/R	---	---	A	---	---
536	Lewis & Clark	---	A	---	---	---	A/R
537	Richland	A/R	---	A	---	---	---
539	John Wood	---	---	---	A/R	---	A
601	SCC-E.St.Louis	A/R	---	---	A	---	---

KEY: A/R - Combined Audit/Recognition Visit A - Audit Only

APPENDIX B

Illinois Community College Board

INSTRUCTIONS FOR
APPLICATION FOR RECOGNITION

The application should be submitted not later than August 1 of each year, regardless of whether or not a recognition visit is scheduled during that year.

Data for the application should be from the latest college RAMP/CC submission.

The application should be signed by the chief executive officer or his/her designee.

Mail to Recognition Officer, Illinois Communnity College Board, 3085 Stevenson Drive, Springfield, Illinois 62703.

The following information is requested to be provided in the application form:

I. General Information on the College and Community it Serves
Summary from RAMP/CC Section II including one paragraph each on (a) description of community served and its needs, (b) general goals of the community college with regard to these needs, and (c) general statement of current or planned activities designed to meet these needs.

II. Programs and Services Provided by the College
Summary from RAMP/CC Section III which includes listings of programs/services (a) currently offered (b) proposed as additions, or (c) proposed as deletions as a result of studies indicating unique and changing needs of the community being served.

III. Student Information
a. Use RAMP/CC Table 3.0, line 01.
b. Use RAMP/CC Table 3.1, lines 08, 15, 10, 11, 12, and 13 respectively.
c. Use RAMP/CC Table 4.3, lines 03 and 06.

IV. College Personnel Information
a. Use RAMP/CC Table 2.0, lines 01 and 02.
b. Use RAMP/CC Table 2.0, lines 04 and 05.
c. Use RAMP/CC Table 2.0, lines 07, 10, 13, 16, and 08, 11, 14, 17.
d. Use RAMP/CC Table 2.0, lines 19 and 20.

V. Financial Information
a. Use RAMP/CC Table 1.0, line 01.
b. Use RAMP/CC Table 1.0, lines 04, 05, 06, 07, and 03.
c. Use RAMP/CC Table 1.0, lines 09 and 10 respectively.
d. Use RAMP/CC Table 1.0, lines 12, 13, 14, 15, 16, and 17.
e. Use RAMP/CC Table 1.4, lines 07, 08, 12, 15, 20, 29, 35, 40 and 41.

ICCB Form 1
Revised 2/80

Illinois Community College Board

APPLICATION FOR RECOGNITION

College Name_____District Name_____District No._____

I. Abstract of General Information on the College and Community it Serves

II. Unique Programs and Services Provided by the College

a. Unique programs and services presently provided

b. Unique programs and services proposed for addition

c. Programs and services to be deleted

III. Student Information:

a. Fall 1980: Headcount_____FTE_____

b. Fiscal Year 1980: Apportionment FTE_____ In-District FTE_____
Out-of-District FTE_____ Out-of-State FTE_____ Other
Non-reimbursable FTE_____ Total Annual FTE_____

IV. College Personnel Information:

a. Executive & Administrative: Full-time_____ Part-time_____

b. Instructional: Full-time_____ Part-time_____

c. Other: Full-time_____ Part-time_____

d. Classified: Full-time_____ Part-time_____

V. Financial Information

a. 1979 Equalized Assessed Valuation_____

b. Tax Rates: Est.FY81 Educ.Rate_____Max.Authorized Educ.Rate_____
Est.FY81 Bldg/Maint.Rate_____Max.Auth.Bldg/Maint. Rate_____
Est. FY81 Bond & Int.Rate_____

c. FY1981 Tuition & Fees: Standard tuition rate/semes. cr. hr._____
Standard fee rate/semes. cr. hr._____

d. FY1980 Summary of Operating Revenues:

Local	_____
State	_____
Federal	_____
Stu.Tuition & Fees	_____
Other (Specify)	_____
Total	_____

e. FY1980 Summary of Operating Expenditures:

Instructional	_____
Organized Research	_____
Public Service	_____
Academic Support	_____
Stu.Serv.Support	_____
Oper. & Maint.	_____
General Admin.	_____
Inst. Support	_____
Total	_____

_____ _____
Signature of Authorized College Official Date

.APPENDIX C

ILLINOIS COMMUNITY COLLEGE BOARD

LIST OF EVALUATION ITEMS

FOR

COMMUNITY COLLEGE RECOGNITION

Illinois Community College Board
3085 Stevenson Drive
Springfield, Illinois 62703

Illinois Community College Board

ITEMS FOR COMMUNITY COLLEGE RECOGNITION

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
I. Administration & Organization		
1. Regional Accreditation:		4.09
a. Determine whether documents have been sent to ICCB Office		
b. Identify current status	Copies of self-study report, NCA Examiners Report, & NCA reports on action taken	
2. ICCB Recognition-Determine if college has completed recommendations from previous recognition visits	Recognition report and supplemental materials	4.04 Act--Sec.102-12 & Sec.102-15
3. Role of the Board and Administration--Determine if a policy is in existence which delineates the roles of the Board and administration	Board policy manual and minutes of the Board meetings	3.01
4. College Documents--Determine if following college documents exist:		3.02
a. District community college board policies	Board policy manual	
b. Faculty and/or administrative handbook or copy of rules pertaining to faculty and administrative staff	Faculty and/or administrative handbook or rules	
c. Organizational chart	Organizational chart	
d. College catalog	College catalog	
e. Student handbook or copy of rules pertaining to students	Student handbook or rules	
5. Submission of required reports	ICCB Office listings of reports submitted	3.03
6. Academic Calendar--Determine if the college calendar meets minimum requirements	College catalog or class schedule	3.07

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
7. Off-Campus and Out-of-District--Determine if off-campus and out-of-district offerings comply with ICCB procedures	College records	6.14
8. Support staff--Determine adequacy	Organizational chart, personnel listing	3.13
II. Instruction		
9. Comprehensive Program--Determine if the courses offered meet the minimum requirements for a comprehensive community college	Schedule of courses being currently taught and college catalog	3.08 Act--Sec. 101-2(e)
a. Courses in liberal arts and sciences and general education		
b. Adult education courses		
c. Courses in occupational, semi-technical or technical fields leading directly to employment		
d. At least 15% of all courses taught must be in fields leading directly to employment, one-half of which courses to be in fields other than business education		
10. Baccalaureate Oriented:		
a. Student Testing and Counseling--Determine if the college tests and counsels students relative to ability and competencies before being admitted to the baccalaureate oriented curricula	Student services handbook; Counseling and/or Academic Advisory Manual	3.08.01
a. Articulation Exhibits	Course files	
b. Follow-Up Studies	Research studies on transfer	

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
11. Occupationally Oriented:		3.08.02
a. Provide training for a specific occupational area	Catalog, brochures, advisory committee minutes	
b. Contain courses which are a part of a total curriculum	Catalog, brochures, advisory committee minutes, student records	
c. Use advisory committees	Advisory committee minutes	
d. Provide skills and competencies for an occupation leading to a certificate or degree	Catalog, brochures, advisory committee minutes, student records	
e. Are approved by the ICCB as an occupational offering	Master course list, Form 15's	
f. Are designated in college literature as an occupational offering	Catalog, brochure	
g. Are administered by the staff primarily responsible for vo-tech courses	Organizational chart	
h. Are taught by faculty who report to or are supervised by administrators of vo-tech courses	Organizational chart, schedule of classes	
i. Are identified by prefix number and HEGIS codings as occupational	Master course list, Form 15's, class list	
j. Should contain work experience components	Catalog, brochures, advisory committee minutes, course master list	
12. General Studies:		3.08.03
Examine course outlines and method of college approval for granting of credit:	Course outlines and college policies	
a. Certificate programs include credit courses only		

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
12. General Studies (Cont'd.)		3.08.03
b. Broad in scope to provide educational opportunities for low ability students and/or for those who are educationally disadvantaged		
c. Organized so as to allow mobility for students who prove their capabilities		
d. Provide students with skills and abilities to improve prospects for success within or outside academic world		
e. Meet regular academic policies of college for instructional credit courses and if submitted for apportionment funding shall be in accord with ICCB policies and procedures		
f. Hobby, leisure time or recreational offerings are not classified as general studies		
13. General Education--Determine if all organized baccalaureate oriented and occupational curricula include general education courses	College catalog; student handbook	6.05
14. General Instructional Policies:		6.01.02 6.02 6.04
a. Determine if all courses and curricula in the credit instructional programs lead to an associate degree or certificate	College catalog; student handbook	
b. Determine if all policies for curriculum and course development and approval exist	ICCB records and college records	
c. Check that every new unit of instruction is approved by the ICCB	Curriculum master list, master course list, catalog, ICCB Form 20's or equivalent	

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
14. General Instructional Policies (Cont'd.)		
d. Check that every instructional activity is a part of an approved unit of instruction	Curriculum master list, master course list, catalog, ICCB Form 20's or equivalent	
e. Check if new unit of instruction is approved for that specific campus	Curriculum master list, master course list, catalog, ICCB Form 20's or equivalent	
15. Upper Division Courses-- Determine that no readily identifiable upper division courses are offered	Schedule of classes and college Catalog	6.09 6.10
16. Cooperative Instructional Program:		6.12
a. Check that college offering courses under a cooperative agreement is claiming all State apportionment funding and the college of the student's residence is claiming the equalization funding	Copy of agreements, State aid claims to MIS	
b. Check that programs in interstate cooperative agreements are reviewed and approved by the ICCB	Copy of contract, schedule of classes, ICCB approvals	
17. Procedure for Awarding Credit:		6.07 6.08
a. Determine if ICCB policies are being followed	College policy for awarding credit and college supporting files	
b. Check if lecture/seminar/ laboratory/clinical lab/ internship hours meet required ratios	Policy on the awarding of credit	
c. Check if independent study criteria are followed	Course schedule, policy, and procedures for independent study	
d. Check if internship, work experience criteria are being followed	Course schedule, policy for procedures for internship	

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
18. Constitutional Examination--Determine if this requirement is met for graduates	Student records and college policy	7.16
19. Credit by Examination--Determine if State apportionment funding is claimed for credits earned by examination	Student records	7.08
20. Physical Education--Determine if physical education is required and if so, were courses claimed for apportionment funding	General catalog and State aid claims to MIS	7.12
21. Learning Resources--Determine if the college maintains a library (Learning Resource Center) of up-to-date reference works and learning resources to meet the needs of its curriculum and students	Library records and interviews with college librarians	3.14
III. Public Service		
22. Public Service Programs--Determine if the college offers public service programs as part of a comprehensive program	Public service files of the college listing activities and participants	3.08 6.02
23. Procedures for Public Service Offerings--Determine if classes or activities designed or used by the college as hobby, leisure time, or recreational offerings are a part of the public service program and not part of the instructional program eligible for State apportionment funding	Public service files	3.08 6.02

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
IV. Student Services		
24. Counseling:		3.16.02
a. Determine if the college has a well-planned and organized program of counseling	College policies, records, and interviews with counseling staff	
b. Determine if the college counsels and distributes students among its programs according to interests and abilities		
c. Determine if the college uses prior records and test results for counseling		
d. Determine if achievement test results are used for counseling and class placement purposes only and not to determine whether or not the student is admissible as a student	College policies, records, and counseling staff interviews	
25. Admission of Students:		3.16.01 5.01
a. Determine if admissions policy conforms to statute	College admission policies, college catalog, student handbook	
b. Determine if enrollment of 16 and 17 year old students conform to ICCB policies	College admission policies, student handbook	
c. Check if the college maintains the administrative responsibility for approved units of instruction.	Admissions policy	
d. Check if continuing enrollment is based on State and local policies	Admissions policy	

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
25. Admission of Students: (Cont'd)		
e. Check if college conforms to federal, State, and local rules, regulations and guidelines	Admissions policy	
26. Placement--Identify existence and scope of placement service	College policies, college placement files, and interview with placement officer	3.16.04
27. Student records--Identify existence and content of permanent student records	College policies, records, and student files	3.16.05
V. Finance		3.06 8.00
28. Revenue--Determine adequacy	Budgets, audits, other financial records	3.04
29. Financial Planning--Review current and future plans relating to adequacy of financing	RAMP/CC, other appropriate college records	3.05
30. Business and Accounting Records--Review records to see if they are maintained in accordance with the Uniform Accounting Manual	Samples of monthly financial report, general ledger	
31. Records Maintenance and Retention--Verify that records substantiating claims for apportionment are kept for a minimum of three years	Supporting documentation for claims for the past three years	Act--Sec.103.22
32. Budgets, Financial Statements, other Financial Records--See that the the annual budget, annual financial statement, and other financial cards are prepared and filed in accordance with the UAM	Annual budget, annual financial statement, other financial records.	Act--Sec. 103-22.2
33. Purchasing--Verify that bids have been made in accordance with UAM	Copies of bids, purchase orders, receiving reports, advertisements	Act--Sec.103-27.1

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
34. Audits--Verify that an audit was actually made in accordance with UAM	Copy of latest audit	Act--Sec.103-22.1 8.01
35. Follow-up any deficiencies noted in the college's latest independent financial audit	Latest audit report	8.01
VI. Site and Construction		
36. Enrollment eligibility for construction	Records of fall enrollments for past three years, particularly in occupational shop courses	Act--Sec.105-3
37. Compliance with building efficiency standards	Copies of construction documents (or college summary) showing NASF and GSF totals for all construction	9.11, 9.08, Act--Sec.102-12(e)
38. Approval of all land acquisition	Deeds, abstracts, or other appropriate documents; copies of ICCB approvals	9.02, 9.09 Act--Sec.103-36
39. Approval for long-term leases	Leases; copies of ICCB approvals	Act--Sec.103-38
40. Adherence to Master Plan	Copy of original Master Plan and any changes; map of campus facilities; copies of ICCB approvals	9.03
41. Approval of locally-funded construction projects	Records of all locally-funded construction; copies of ICCB and IBHE approvals	9.04
42. Approval of increases in budget and/or scope	Copies of ICCB and IBHE approvals	9.14
43. Compliance with building codes	Federal 504 Transition Plan; construction specifications; floor plans	9.07, 3.18
VII. MIS & Institutional Studies		
44. MIS reports--Determine if the community college has complied with the following:		8.03
a. Compliance with the ICCB MIS Manual	Sample copies of ICCB MIS data submissions and source documents for data collection used for the various MIS reports	

Items for Evaluation	Materials and Documents to be Examined	ICCB Policy Reference
VII. MIS & Institutional Studies (Cont'd)		
b. Submitted MIS data required	MIS reports	
c. Submitted management reports on:		
i. Utilization of space	Space Utilization Report	
ii. Costs	Unit Cost Study	
iii. Other data items requested	ICCB Office listings of reports submitted	
45. RAMP/CC--Determine if the college is complying with the current RAMP/CC Manual	Copy of RAMP/CC submission by the college	8.05
46. Reports--Spot-check the college's procedures for collecting, analyzing, and reporting data	End of registration enrollment listings, class lists, add and drop procedures, records of add, drop and withdrawal, access to permanent student records for spot-checking	8.04, 8.03, 3.03
47. Institutional Studies--Check college's student characteristics, faculty characteristics, student follow-up, and other institutional studies	Copies of institutional research studies of student characteristics, follow-ups, faculty characteristics, and other institutional studies	8.04
48. Program Evaluation--Identify the existence and content of college procedure for continuous evaluation of instructional program	College policies and records of implementation; Board policy manual	3.12
49. Program Evaluation--Check if follow-up studies or other evaluative studies are conducted	Copies of follow-up or other evaluative studies	3.12

APPENDIX D

Proposed ICCB Rule on Categories of Recognition

Categories of Recognition - The categories of recognition, along with the criteria used for determining into which category a college may fall and the requirements and consequences of such a classification are as follows:

Full Recognition - Full recognition will be granted for a period of up to six years. Full recognition indicates that there are no substantial areas of non-compliance with State Board policies or the Act and the college is satisfactorily addressing the stated goals and objectives of the college as they relate to local, regional, and statewide needs.

Conditional Recognition - Conditional recognition is be granted for a period of one year. Conditional recognition indicates that there are several areas of non-compliance with State Board policies or the Act; but the college may, by careful and immediate attention, comply within a short period of time. Reasons for conditional recognition and requirements to be met in removing this status are clearly stated in the recognition report. When such a status is granted, a listing of requirements to be met for "full recognition" is set forth. If these are met within one year, the college may be removed from conditional recognition status and granted a full recognition status extending up to six years. A follow-up visit may be made by members of the State Board staff portion of the recognition team.

Probational Recognition - Probational recognition is granted for one year only and requires a scheduled follow-up visit during the next fiscal year, either by the full recognition team or the State Board staff portion of the recognition team. Probational recognition indicates that there are a number of areas of substantive non-compliance with the State Board policies or the Act and that the college must give immediate and serious attention to resolving these areas of non-compliance. Reasons for probational recognition and requirements to be met in removing this status are clearly stated in the recognition report. Failure to meet these requirements within a one-year period will result in a status of non-recognition, and State funding is suspended.

Non-Recognition - A status of non-recognition requires a follow-up visit of the full recognition team as soon as the conditions set forth in the recognition report are addressed but no later than the end of the fiscal year in which the initial visit was made. Non-recognition indicates that there are major and serious areas of non-compliance with State Board policies or the Act which are detrimental to the proper functioning of the college. Reasons for non-recognition and the requirements to be met in removing this status are clearly stated in the recognition report. The college will receive no State funding until such time as the non-recognition status is removed. A college placed on non-recognition is scheduled for another recognition visit the following year.

APPENDIX E

STATE OF ILLINOIS

ILLINOIS COMMUNITY COLLEGE BOARD

CERTIFICATE OF RECOGNITION

This Certifies that

under the jurisdiction of the

BOARD OF COMMUNITY COLLEGE DISTRICT No.

is an officially recognized community college.

This Certificate of Recognition is issued

as evidence that the educational program

of the College meets the criteria and standards

prescribed by the

Illinois Community College Board.

Issued at Springfield, Illinois, on

Recognition Effective Until

Chairman, Illinois Community College Board

Executive Director, Illinois Community College Board

APPENDIX F

Proposed ICCB Rule on Review and Appeal of
Recognition Status Granted by ICCB

Review and Appeal - The State Board's decision, concerning the recognition status of a college, may be appealed within 60 days after the official action of the State Board. Any community college whose recognition is withdrawn by the decision of the State Board may within 30 days after receipt of a notice thereof, file a written request with the State Board requesting a hearing on the decision and is allowed to present testimony. The State Board issues a decision at its next regular meeting following the hearing. During the appeal the decision of the Board withdrawing recognition is suspended. The Chairman of the State Board may appoint a committee, which presents its findings of the facts to the Board. Based on its evaluation of the facts presented, the Board may choose to change the status of recognition of a college.

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